

# **B**<sub>rick</sub> **E**<sub>xtended</sub> **S**<sub>chool</sub> **T**<sub>ime</sub>



**Before and After School Care Program**

**Family Handbook**  
**2023 – 2024**

Dear B.E.S.T. Program Families,

It is with great pleasure that I welcome you to Brick Township Public Schools' Before and After School Care Program! Our goal for the **Brick Extended School Time (B.E.S.T.) Program** is to provide a safe environment for your children and to engage them in developmentally appropriate activities, all at an affordable cost to you. Our program, which takes place at each of Brick's elementary schools, provides the children with a variety of activities to participate in before and after school.

This parent handbook covers our B.E.S.T. Program policies and procedures for the **2023-2024** School Year. Please read this handbook carefully and thoroughly. If you have any questions, please contact our office at 732-785-3000 ext. 1531 or email me at [edipaolo@brickschools.org](mailto:edipaolo@brickschools.org).

I look forward to working with you and your children to help make our before and after school care program the BEST it can be for the children of the Brick Township Public Schools!

Sincerely,

*Mrs. Ellen DiPaolo*

Mrs. Ellen DiPaolo  
B.E.S.T. Recreation Director

## **BRICK EXTENDED SCHOOL TIME (B.E.S.T.) PROGRAM INFORMATION**

### **TELEPHONE LISTING**

District Main Number	732-785-3000
B.E.S.T. Program Office	732-785-3000 x 1531
Drum Point B.E.S.T.	732-608-1882
Emma Havens Young B.E.S.T.	732-608-1883
Lanes Mill B.E.S.T.	732-608-1885
Midstreams B.E.S.T.	732-608-1886
Osbornville B.E.S.T.	732-608-1887
Veterans Memorial B.E.S.T.	732-608-1888

### **E-MAIL**

Ellen DiPaolo	B.E.S.T. Recreation Program Coordinator	<a href="mailto:edipaolo@brickschools.org">edipaolo@brickschools.org</a>
Nicole Golden	B.E.S.T. Recreation Leader	<a href="mailto:ngolden@brickschools.org">ngolden@brickschools.org</a>
Diane Devine	B.E.S.T. Records Support Technician	<a href="mailto:ddevine@brickschools.org">ddevine@brickschools.org</a>

**Please direct any questions regarding billing, scheduling, and changes to personal information to Diane Devine.**

### **DISTRICT WEBSITE**

[www.brickschools.org](http://www.brickschools.org)

### **B.E.S.T. PROGRAM OFFICE ADDRESS**

Brick Township Public Schools  
B.E.S.T. Program  
101 Hendrickson Avenue  
Brick, NJ 08724

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*\* The B.E.S.T. Program reserves the right to make changes to this handbook as we deem necessary.\**

## **PROGRAM DESCRIPTION**

The B.E.S.T. Program is designed to create a safe and engaging environment for children of the Brick Township School District. Planned activities are challenging and age appropriate for the children attending and reflect the interests expressed by the children in each program. All programs are open to students who attend one of the Brick elementary schools.

### **BEFORE SCHOOL CARE**

Beginning at 6:30 AM, the students in the before school care program will have the opportunity to participate in table activities such as Legos, puzzles, board games, card games, and arts & crafts. Students are welcome to bring their own breakfast to eat at before school care. After a majority of students arrive, group games in the gym or outdoor activities (weather permitting) will begin.

### **AFTER SCHOOL CARE**

The after school care program begins upon school dismissal and ends at 6:00 PM with the exception of November 22nd, December 22nd, and the last day of school when B.E.S.T. will close at 4:00 PM. As the children arrive, they will check-in with the B.E.S.T. Staff immediately for attendance. No buses leave school property until all B.E.S.T. Program children are accounted for.

The program schedule followed varies from site to site, and day to day, but includes the same components as all other B.E.S.T. Programs each day. Children will have snack time (snacks provided by B.E.S.T. or brought from home), they will be given time to work on any homework they may need to complete, and they will participate in group activities outdoors weather permitted. If weather does not permit outdoor activities on a given day, students will participate in activities in the gym.

## **GENERAL PROGRAM RULES**

All District policies and rules that are in place during the school day at your child's school extend into the B.E.S.T. Program. The students of our program are expected to treat their peers, staff, school property, and program equipment/supplies with respect. Please refer to page 8 for a list of B.E.S.T. Program Rules.

## **STAFF**

All B.E.S.T. Program Staff are employees of the Brick Township Board of Education who are subject to a criminal background check and are fingerprinted. All employees also participate in a staff orientation, which covers topics such as Child Growth and Development, Positive Discipline Techniques, Health and Safety Procedures, and Child Abuse Prevention. At least one (1) staff member at each of the schools are trained in First Aid and CPR/AED.

## **B.E.S.T. PROGRAM OPERATING HOURS**

**Before School Care** – 6:30 AM – The Start of School

**After School Care** – School Dismissal – 6:00 PM (with the exception of November 22nd, December 22nd, and the last day of school when B.E.S.T. will close at 4:00 PM.)

**B.E.S.T. Program Office** – July and August: Monday through Thursday 8:00 AM to 4:00 PM

School year: 8:30 AM to 4:30 PM on days that school is in session

## **PROGRAM REGISTRATION**

Before students can begin attending the B.E.S.T. Program, each child must have a completed online registration along with a \$45.00 registration fee per child and fees for the first month the child/children will be attending the B.E.S.T. Program. Registration and fees must be submitted in accordance with the registration dates below. Your child's spot in B.E.S.T. will only be held once registration, schedule, and payment (\$45.00 registration and first month's fees) is received in full since we will be accepting a limited number of students this school year due to limited staffing. Priority Registration for our current families will be held first in July and then registration will open for new students after that. (Dates to be announced.)

<b>Registrations received between:</b>	<b>Student can start B.E.S.T.:</b>
July 31st – August 15th	Week of 9/5/2023 (1 <sup>st</sup> week of school)
August 16th – August 31st	Week of 9/18/2023
September 1st – September 26th	Week of 10/2/2023
Rolling Registration starts September 27th	Register by Tuesday of prior week before student is able to start

\*If all spaces are filled, we will start a waitlist and contact families as spaces become available

## **OPERATING DATES**

The B.E.S.T. Program is open on days the District is open and schools are operating in person.

- On days the District is closed, the B.E.S.T. Program is closed.
- If the school buildings close and virtual learning is implemented, the B.E.S.T. Program is closed.
- On scheduled early dismissal days, the B.E.S.T. Program will be open from the time school dismisses until 6:00 PM, with the exception of November 22nd, December 22nd, and the last day of school when B.E.S.T. will close at 4:00 PM.
- On delayed opening days, the before school care program is closed.
- On emergency early dismissal days due to inclement weather, the after school care program is closed.

## **PROGRAM LOCATIONS**

Programs are offered to students who attend all six Brick elementary schools. The B.E.S.T. Program operates at:

Drum Point Road Elementary School	Midstreams Elementary School
Emma Havens Young Elementary School	Osbornville Elementary School
Lanes Mill Elementary School	Veterans Memorial Elementary School

## **ATTENDANCE POLICIES AND DROP OFF/PICK UP PROCEDURES**

### **BEFORE SCHOOL**

The Before School Care Program begins at 6:30 AM and ends at the time school begins.

Before School Care Program Drop Off Procedure:

- Parents/guardians will escort their child/children to the designated B.E.S.T. Door at their child's school and ring the bell to alert staff of their arrival
- B.E.S.T. Program Staff will meet parent/guardian and children at the door for AM drop off.
- B.E.S.T. Staff will log drop off time and notate the adult that dropped off in lieu of parents/guardians signing their child in to program

Under no circumstances is a child to enter the building alone or be left unattended inside or outside of the school building. Failure to follow this procedure may result in termination of enrollment in the program.

## **AFTER SCHOOL**

Children in the after school care program are to come directly to the B.E.S.T. Program at the end of the school day. In the beginning of the school year, our staff or the school staff will escort our kindergarten students to and from their classrooms until they become familiar with the route. A weekly schedule will be provided to each classroom teacher informing them of the days each child in the program is registered to attend B.E.S.T. after school. Attendance is taken by our B.E.S.T. Staff at the program before any activities begin and also before the buses leave school property.

Day of changes to a child's schedule MUST be emailed to [BEST@brickschools.org](mailto:BEST@brickschools.org) by 12:00 PM (noon) the day of. This includes if a parent/guardian would like their child to take the bus home instead of going to B.E.S.T. on a day they are scheduled to attend B.E.S.T. Otherwise, children that are scheduled to attend B.E.S.T. will be dismissed to B.E.S.T and will need to be picked up at the B.E.S.T. Program.

If your child does not arrive to the after school care program, and we have not been contacted regarding his/her absence for the day, our staff will check with the school main office. If the office does not have record of your child leaving school early, we will make every effort to contact you using the phone numbers on your child's registration form that you provided to verify the whereabouts of your child.

If a student arrives to B.E.S.T. and is not scheduled to attend that day, we will make every effort to contact you using the phone numbers on your child's registration form that you provided. If we cannot contact you in a timely manner during the school's dismissal time, we will bring your child to the main office.

Once the program has begun, and after attendance has been taken, your child may not leave our program without being signed out by an approved pick-up person that you designate. This includes children attending extra-curricular activities (examples – band, chorus, theater week) or extra help with a teacher.

### **After School Care Program Pick Up Procedure:**

- Parents/guardians will ring the bell at the designated B.E.S.T. Door at their child's school to alert staff of their arrival
- B.E.S.T. Program Staff escort children to the door to meet parents/guardians
- B.E.S.T. Staff will log pick up time and notate the adult that picked up in lieu of parents/guardians signing their child out of program

## **SIGN-IN AND SIGN-OUT/AUTHORIZED PICK UP LIST**

Each child may be released **ONLY** to adults that are listed on his/her B.E.S.T. authorized pick-up list. These individuals must be at least 18 years of age and provide picture identification for the safety of our children. In order to add someone to your child's authorized pick-up list, the B.E.S.T. Office must be notified in writing or via email by the parent/guardian who registered your child for B.E.S.T. No

authorized pick-up information will be accepted over the phone. Children will not be released to anyone that our staff believes may be under the influence of drugs and/or alcohol.

If a non-custodial parent has been denied access or granted limited access to a child by court order, it is the registering parent's responsibility to provide the B.E.S.T. Program a copy of the court order for our records in order for us to comply with the terms of the court order. Please be sure to provide updated court documents to the B.E.S.T. Office and your child's school office as soon as you receive them for the safety of your child.

### **LATE PICK-UP PROCEDURE**

If you anticipate being late picking up from the after school care program, please call your child's B.E.S.T. Program site cell phone number (see page 2) to inform our staff. If you do not call the program site cell phone by 6:00 PM, we will try to contact you. If we cannot reach you, emergency contacts will be called.

Your child will not be released to anyone who does not appear on their B.E.S.T. authorized pick up list. If you need someone to pick up that is not listed on your child's B.E.S.T. authorized pick up list, you will be required to send an email to a B.E.S.T. Staff Member to authorize that person before the B.E.S.T. Staff at your child's school will be able to release your child.

There will be a \$15 charge per 15-minute interval (i.e.; 6:01 – 6:15 PM will incur a late fee of \$15.00; 6:16 – 6:30 PM will be a \$30.00 late fee). Participation in the B.E.S.T. Program is contingent on payment of these fees. Payment is due within ten (10) days of the day of late pick up. Participation in the program may be denied after four (4) late pick-ups, or if late pick-up fees are not paid within ten days.

If our staff does not speak with you or someone on your child's authorized pick up list by 6:30 PM and you or someone on your authorized pick-up list fails to pick-up your child by 6:30 PM, the Brick Township Police and/or the Department of Child Protection and Permanency (DCP&P) will be contacted.

### **FIRST AID EMERGENCY PROCEDURES**

In the event of an accident or injury to a child in our program, which does not require emergency medical attention, our staff members who are trained in First Aid will administer the appropriate care. For mild bumps, scrapes, etc. parents will be verbally notified by our program staff at pick up/drop off. In the case of serious injuries including head, neck, or back injuries, parents will be called by our program staff at the time of injury. In the event of an accident or injury which requires emergency care, we will contact the parent and call 911. At least one staff member at each location is First Aid, CPR, and AED certified.

**Parents are responsible for all costs in the provision of emergency medical treatment of their child. It is recommended that you purchase the Voluntary Insurance available through the school district if you do not have insurance. Literature on the accident insurance and applications are available at the main office of your child's school.**

### **ILLNESS**

Any child who shows signs of illness while at program will be kept separate from the rest of the children, and his/her parents/guardians will be contacted. If we cannot reach the parent/guardian, then we will begin to call individuals on the child's emergency contact list. If children are ill during the school day and it is recommended by the school nurse that they be picked up from school, they may **NOT** be sent to the



B.E.S.T Program. Parents are reminded to keep their student home if they are sick and/or have been exposed to a COVID-19 individual.

### **MANAGEMENT OF COMMUNICABLE DISEASES**

Parents should not send students to school when sick. Students and staff who have a temperature greater than 100 degrees and/or respond yes to 2 or more screening questions will be sent home and referred to a healthcare provider for evaluation and COVID testing as needed. Students and staff who are COVID-19 Positive or who meet the criteria for Close Contact will need to adhere to NJDOH COVID-19 Exclusion Criteria and Quarantine time periods.

Additionally, if a child exhibits any of the following symptoms, he/she should not attend the program. If such symptoms occur during program, the child will be kept separate in the room from the rest of the children and his/her parents/guardians will be contacted to pick up from program.

Fever (measure or subjective)	Muscle aches
Nausea or Vomiting	Sore Throat
Shortness of Breathing or Difficulty Breathing	Severe Pain/Discomfort
Diarrhea	Headache
Red Eyes with Discharge	Yellow Eyes or Jaundiced Skin
Coughing, Congestion or Runny Nose	Chills or Fatigue

Once a child is 24-hour symptom free or has a physician's note stating that he/she is cleared to return to school, then he/she may return to the program.

If your child contracts any of the following diseases, please report it to the B.E.S.T. Program Office. The child **MAY NOT** return to the program without a doctor's note stating that the child presents no risk to himself/herself or others.

Campylobacter	Measles	Shingella
Chicken Pox	Meningococcus	Strep Throat
Escherichia Coil	Mumps	Hemophilus Influenza
German Measles	Salmonella	Hepatitis A
Giardia Lamblia	Scabies	Tuberculosis
Impetigo		Lice

### **MEDICATION**

As per Brick Board of Education policy number 5141.21, no medication will be administered to pupils in school except by the school nurse or the pupil's parents or legal guardian. **The school nurse is not available during the hours of the B.E.S.T. Program and the nurse's office is locked.**

If written orders for use of an epi-pen are provided, the orders must say the pupil requires administration of epinephrine for anaphylaxis. District policy states that the school nurse shall have primary responsibility for the administration of the epi-pen; however, the school nurse may designate another properly trained employee of the District to administer the epi-pen when the school nurse is not physically present at the scene. The designee must be CPR certified. Therefore, the B.E.S.T. Staff Member at each school program, who is First Aid and CPR/AED certified, can be designated to administer an epi-pen in an emergency situation if applicable. Our B.E.S.T. Program Staff are **ONLY** permitted to hold epi-pens that are

accompanied by written doctor's orders. They cannot hold or administer other medications such as Benadryl.

**If your child has such written orders for use of an epi-pen, parent/guardian MUST provide the written orders and an epi-pen for our B.E.S.T. Staff to keep in our locked cabinet at the school. The school nurse's office is locked and inaccessible to our staff during B.E.S.T. Program hours.**

Self-administration of medication by pupils is permitted in accordance with N.J.S.A. 18A:40-12.3. A student is only permitted to self-administer medication for asthma or other potentially life-threatening illnesses as defined by the Department of Education, New Jersey Statutes Annotated and New Jersey Administrative Code. **Students who need to be able to use their inhaler during B.E.S.T. must have a permission to carry and permission to self-medicate form completed and signed by their physician and submitted to the school nurse and our B.E.S.T. Staff in order for the student to be able to carry and use an inhaler during B.E.S.T.**

### **HOMEWORK HELP**

- **Our homework help time is:**
  - Monday through Thursday for 30 minutes each day in aftercare.
  - Designed to provide your child an opportunity to do his/her homework at B.E.S.T.
  - Not a tutoring service.
- **Our STAFF will:**
  - Encourage a child to complete their assignments at B.E.S.T.
  - Circulate through the group to make themselves available to the students.
  - Direct students in searching for materials/information they need to find answers.
  - Answer questions to the best of their ability to children who ask them for help.
- **Our STAFF will NOT:**
  - Force a child to do his or her homework or search their book bag.
  - Work one-on-one with a child for an extended period of time.
  - Give students answers to their homework.
  - Check students' homework to ensure it is correct.
  - Make sure all assignments are complete each night.
- **Our FAMILIES are expected to:**
  - Share their expectations on homework completion at B.E.S.T. with their child.
  - Notify their Program Leader in writing if they do not wish for their child to do their homework at B.E.S.T.
  - Check their child's homework each night at home.
- **Our STUDENTS are expected to:**
  - Ask if they need help or do not understand their assignments.
  - Arrive at B.E.S.T. with all of their homework papers, books, etc.
  - Be honest about whether they have homework each day and if they have completed all assignments by the end of homework help time if asked.
  - Participate in a quiet activity during homework help time if their parents do not require them to do homework at B.E.S.T. (no electronic devices)

## **SAFETY AND B.E.S.T. PROGRAM RULES**

The B.E.S.T. Program provides a safe place for students of the Brick Township Public Schools before and after school. Students are expected to follow all school rules and program safety rules. Violation of these rules may result in your child not being allowed to participate in the B.E.S.T. Program. In order for our children to feel safe at B.E.S.T, we have a zero tolerance for students discussing, playing, or drawing anything violent such as play fighting, talking about anything violent, drawing pictures of weapons, etc.

### **B.E.S.T. STUDENT RULES AGREEMENT**

#### **General Rules:**

1. I will respect the staff at B.E.S.T. every day and follow directions the first time they are given.
2. I will stop what I am doing and listen to the staff when they clap, blow the whistle, or say “freeze”.
3. I will be honest and use good manners.
4. I will play safely with all students at B.E.S.T. by being respectful of their personal space.
5. I will be responsible for myself and clean up after myself.
6. I will keep my hands and feet to myself and use kind words.
7. I will adjust games/activities to include all who want to play.
8. I will ask a teacher for help if I am or another student is upset, hurt, or if there is a problem.
9. I will ask a teacher if I have a question about any of the rules.
10. Most importantly, I will try my best and have fun!

#### **Playground/Gym Game Rules:**

1. I will wear appropriate footwear (sneakers) for gym games and while on the playground.
2. I will use equipment only for its intended purpose.
3. I will be honest and cooperative if I get “out” in a game.
4. If the slides or swings are wet, I will not use them.
5. I will wait my turn in line for the slide and will go down on my bottom, feet first, and sitting up.
6. I will always use the slide the correct way and not climb up them at any time.
7. I will always sit on my bottom while on the swings and will hold onto the chains with both hands.
8. I will stop the swing completely before getting off and will not jump off the swing.
9. If a ball goes out of the playground area or the gym, I will ask a teacher for permission to go get it.
10. When it’s time to go inside, I will gather my belongings and line up quickly and quietly.

### **INCLUSION OF STUDENTS WITH DISABILITIES**

The B.E.S.T. Program is open to the inclusion of and making reasonable accommodations for students with disabilities to participate in our program alongside their peers. Even though the B.E.S.T. Program strives to maintain a low staff to student ratio, we are unable to provide one-on-one staff for students. Students with disabilities will be expected to comply with all rules and regulations of the program, including health and safety standards. If a child’s actions repeatedly endanger the health and safety of his/herself, another child, or staff member, they may be removed or terminated from the program.

### **PERSONAL ITEMS**

The B.E.S.T. Program does not encourage students to bring toys and/or electronics from home. Cell phones and smart watches with cell phone capability must be kept on silent and in the child’s book bag. The use of headphones inhibits children from being able to hear our staff; therefore, for the safety of our students, headphones are not permitted in the B.E.S.T. Program.

## **REMOVAL FROM PROGRAM PROCEDURE**

We will do everything possible to work with our students and their families to prevent the need for a child to be removed from B.E.S.T. However, there are reasons that we have to remove a child from program.

### Consequence:

1 <sup>st</sup> Offense	Written Warning
2 <sup>nd</sup> Offense	1 Day Removal from B.E.S.T.
3 <sup>rd</sup> Offense	3 Day Removal from B.E.S.T.
4 <sup>th</sup> Offense	Termination from B.E.S.T.

In cases of excessively harmful or aggressive behavior or language, a parent may be called to pick up a child if the student's behavior cannot be controlled or the child is harmful to themselves or others. Aggressive, abusive, or inappropriate behavior and/or language by a child or parent towards a staff member or another participant will be grounds for immediate termination. If a child's actions repeatedly endanger the health and safety of his/herself, another child in the program, or staff member, they may be removed or terminated from the program. Any child who steals, hits another child or staff member, yells at a staff member, or runs from the program, will be automatically removed from the program. If behavior continues upon return to the program, the student will be immediately terminated from the program.

When a child is removed or terminated from B.E.S.T. it is the parent/guardians' responsibility to inform the main office at their child's school as to what their child's dismissal arrangements are for that time. (Example – taking the bus home, parent pick up, etc.)

***No credits are given for days your child has been removed from the B.E.S.T. Program***

## **MONTHLY RATES**

	<b>5 Days Per Week</b>	<b>4 Days Per Week</b>	<b>1-3 Days Per Week</b>
<b>BEFORE SCHOOL</b>	<b>\$205.00/Month</b>	<b>\$177.00/Month</b>	<b>\$141.00/Month</b>
<b>AFTER SCHOOL</b>	<b>\$279.00/Month</b>	<b>\$236.00/Month</b>	<b>\$184.00/Month</b>

- Monthly rates require a set weekly schedule submitted at time of registration and the same number of days per week.
- Students attending 3 or 4 days per week will no longer be able to select different days for each week. The weekly schedule you submit at registration will be set for the school year unless a request to change your child's schedule is submitted and approved by the Coordinator. This change would then be permanent for the remainder of the school year. One change per school year will be free of charge; additional schedule changes will incur a \$25.00 fee per student.
- Payments are due by the 15<sup>th</sup> of the month prior to the month of services. (example – October's payment is due September 15<sup>th</sup>) Payments received after the 20<sup>th</sup> will be charged a \$25.00 late fee.
- If a payment of fees (including late payment) is not received by the last school day of the month prior to the month of services, your child/children will not be able to attend B.E.S.T. until payment is made in full. If payment is not received by the last school day of the month prior to the month of services, then your child/children will be removed from the B.E.S.T. roster and will not be permitted to attend B.E.S.T. and their spot in the program will be offered to the next student(s) on the waitlist.
- Monthly rates are based on the number of State required school days (180 days) for the school year divided into ten equal monthly payments. (daily rate x 180 school days)/10 months = your monthly payment)

- Monthly rates remain the same each month regardless of the number of days schools are closed. This includes the months of winter and spring break. Regular monthly rates apply to June as well.
- All scheduled early dismissal days are included in the monthly tuition.
- Billing is based on the schedule you submit to us for your child; there will be no credits or adjustments for days not used. The only exception is for school absences that last five (5) school days or more due to illness.
- There will be no pro-rating of monthly fees after students have registered. We are only able to pro-rate at time of registration for the first month of attendance.
- Late fees, returned check fees, etc. are not subject to discounts.
- A sibling discount will be given to families with multiple children living in the same household. (1st Child-Full Tuition; 2nd Child-10% Discount; 3rd Child & any additional -20% Discount)

### **B.E.S.T. PAYMENT POLICY**

Payments of monthly fees are due by the 15<sup>th</sup> of the month prior to the month of service. Any payments received after the 20<sup>th</sup> will be assessed a \$25.00 late payment charge. If payment of fees (including late payment charge) is not received by the last school day of the month prior to the month of service, the child/children will not be able to attend the B.E.S.T. Program until payment is received in full. If payment is not received by the last school day of the month prior to the month of services, then your child/children will be removed from the B.E.S.T. roster and will not be permitted to attend B.E.S.T. and their spot in the program will be offered to the next student(s) on the waitlist.

Requests for removal of late fees must be submitted in writing to the B.E.S.T. Recreation Program Coordinator at [edipaolo@brickschools.org](mailto:edipaolo@brickschools.org) and will require approval from the District's Director of Planning, Research, and Evaluation.

Any child/children with outstanding balances from previous school years will not be permitted to attend any B.E.S.T. Programs until the previous balance is paid in full.

### **PAYMENT INFORMATION**

- Invoices will be sent to the email address provided at registration.
- No payments will be accepted at the schools.
- Online payments in the form of **E-Check or debit/credit cards** can only be accepted in our contactless online payment system through the Day Care Works Parent Portal. There is a \$1.00 convenience fee for ACH/e-checks and 3% for debit/credit cards.
- Payments in the form of **checks or money orders** can only be mailed or hand delivered to the B.E.S.T. Office at 101 Hendrickson Avenue (Central Administration Building). No credit or debit card payment can be made at the B.E.S.T. Office.
- All payments should be made payable to **Brick Township Board of Education – B.E.S.T.**
- **When paying by check**, please remember to put your child's first and last name in the memo.
- Post-dated checks will NOT be accepted.
- If you have any questions about your invoice, please call the B.E.S.T. Program Office at 732-785-3000 ext. 1531 or email [BEST@brickschools.org](mailto:BEST@brickschools.org).

## **METHODS OF PAYMENT**

- **E-Checks or Credit Cards:** When you receive your emailed invoice, please log into the Day Care Works Parent Portal to make your payment. There is a 1% convenience fee for e-checks and 3% for debit/credit cards.
- **Checks, Cash, and Money Orders:** mail in or drop off to the B.E.S.T. Program Office at the Central Administration Building located at 101 Hendrickson Avenue, Brick, NJ 08724.
- **Bill Pay with your bank:** Contact your bank to have a check mailed for your B.E.S.T. Payment directly to our office at the Central Administration Building located at 101 Hendrickson Avenue, Brick, NJ 08724.

## **CREDITS, REFUNDS AND DISCOUNTS**

Billing is based on the schedule you choose for your child at time of registration. There will be no billing adjustments for time not used in the program. Credits will only be given for school absences lasting five (5) consecutive days or more due to illness. There will be no credits given for days your child was removed from the program. Additionally, credits will not be given for day of changes to a child's dismissal arrangements. This includes if a parent/guardian would like their child to take the bus home instead of going to B.E.S.T. on a day they are scheduled to attend the B.E.S.T. Program.

Refunds will be considered in the event of extenuating circumstances, but must be submitted, in writing or via email, for approval to the B.E.S.T. Recreation Program Coordinator. Registration fees are not subject to refunds.

Sibling discount will only be applied to monthly rates. (Monthly rates - 1st Child-Full Tuition; 2nd Child-10% Discount; 3rd Child-20% Discount)

## **RETURNED CHECKS**

A fee of \$25.00 will be charged for any checks that are returned by the bank and \$3.50 for payments returned by our online payment system. Returned check fees are not subject to discounts. After we have received a returned check, we reserve the right to only accept future payments in the form of money order or cash.

## **DELINQUENT ACCOUNTS**

Payments of monthly fees are due by the 15<sup>th</sup> of the month prior to the month of service. Any payments received after the 20<sup>th</sup> will be assessed a \$25.00 late payment charge. If payment of fees (including late payment charge) is not received by the last school of the month prior to the month of service, the child/children will not be able to attend the B.E.S.T. Program until payment is received in full. If payment is not received by the last school day of the month prior to the month of services, then your child/children will be removed from the B.E.S.T. roster and will not be permitted to attend B.E.S.T. and their spot in the program will be offered to the next student(s) on the waitlist.

Any child/children with outstanding balances from previous school years will not be permitted to attend any B.E.S.T. Programs until the previous balance is paid in full.

## **PROGRAM CANCELLATION PROCEDURES**

In the event that the Brick Township School District is closed due to inclement weather, the B.E.S.T. Program is cancelled. Notification of school closings are made through the District's automated phone message system and the District website; [www.brickschools.org](http://www.brickschools.org). Additionally, for mid-day closings, the B.E.S.T. Office Staff will call parents/guardians of all students scheduled to attend B.E.S.T. for the after school program that day to ensure all of our families have received the message and to follow up about alternate plans for the children to get home safely.

## **EVACUATION PROCEDURES**

In the event of an evacuation where the children are not permitted back into the building and the location of the program changes, parents will be notified by the B.E.S.T. Program.

## **EMERGENCY SCHOOL CLOSINGS**

- **Full-Day Closings:** The B.E.S.T. Program is closed.
- **Delayed Openings:** Before School Care is cancelled.
- **Emergency Early Dismissals/Cancellation of All After School Activities:** Parents will be notified by the Brick Township Public Schools' automated phone message. Please have emergency plans in place for your child after school when B.E.S.T. is cancelled due to an emergency early dismissal or when all afterschool activities are cancelled due to inclement weather.
- In the event of any weather related concerns, parents can call the District's main telephone number at 732-785-3000 or the BEST Program office at 732-785-3000 ext. 1531.

## **CREDITS FOR PROGRAM CLOSINGS**

- **Full-Day Closings:** Credits will only be issued if the school buildings close and the B.E.S.T. Program cannot operate. No credits will be issued if schools close and the day will be made up later in the school year (ex. – day added to the District Calendar)
- **Delayed Openings:** Credits will be given for children that were scheduled to attend the before school program on those days.
- **Emergency Early Dismissal/Cancellation of all After School Activities:** Credits will be given for children that were scheduled to attend the after school program on those days.

## **CHANGES IN DAYS ATTENDING, PERSONAL INFORMATION, EMERGENCY CONTACT INFORMATION**

We will no longer be utilizing are monthly schedule forms and therefore we will no longer be able to accept different schedules for different weeks in a month. However, we do understand that some of our families will still need to change their child's B.E.S.T. Schedule at some point throughout the school year. If you need to request a schedule change, please email Diane Devine, the B.E.S.T. Records Support Technician, at [ddevine@brickschools.org](mailto:ddevine@brickschools.org). Changes will NOT be accepted during high registration times (July, August, and September) There will be no charge for the first schedule change request for the school year. This change in schedule would then be permanent for the remainder of the school year. A schedule

change request for a brief period of time (example - one or two weeks) will incur a \$25.00 fee per student if after that brief time, the schedule is changed back to the student's original schedule.

Day of changes to a child's schedule MUST be emailed to [BEST@brickschools.org](mailto:BEST@brickschools.org) by 12:00 PM (noon) the day of. This includes if a parent/guardian would like their child to take the bus home instead of going to B.E.S.T. on a day they are scheduled to attend the B.E.S.T. Program. Children that are scheduled to attend B.E.S.T. will be dismissed to B.E.S.T and will need to be picked up at the B.E.S.T. Program.

Only individuals who registered the child for B.E.S.T. can make changes to personal information and/or add or remove individuals to the child's authorized pick up list.

Please notify the B.E.S.T. Office, **in writing**, to Diane Devine, B.E.S.T. Records Support Technician, at [ddevine@brickschools.org](mailto:ddevine@brickschools.org), of any changes to your address, phone numbers, emergency contacts, etc.

### **PROGRAM WITHDRAWAL/PUTTING YOUR ACCOUNT ON HOLD/TERMINATION**

Requests to put your account on hold or to withdraw from the B.E.S.T. Program requires one week written notice to Diane Devine at [ddevine@brickschools.org](mailto:ddevine@brickschools.org).

Services may be terminated for reasons of delinquent accounts, student discipline problems, aggressive/abusive or inappropriate behavior or language by a child or parent/guardian towards a staff member or another participant, and repeated late pick-up of children. Written and/or verbal notice of termination from the B.E.S.T. Program will be delivered to the parent/guardian. When a child is terminated from the program, please DO NOT send him/her back to the B.E.S.T. Program after that date. The child will **NOT** be admitted to the program and will be sent to their school's main office. Additionally, it is the parent/guardians' responsibility to inform the main office at their child's school as to what their child's dismissal arrangements are. (Ex. – taking the bus home, parent pick up, etc.)

### **B.E.S.T. PROGRAM FAMILY FEEDBACK**

Feedback from our families is very important to us. Please feel free to communicate any suggestions to the Program Leader at your child's school, call the B.E.S.T. Program Office at 732-785-3000 ext. 1531, or e-mail Ellen DiPaolo, B.E.S.T. Recreation Program Coordinator at [edipaolo@brickschools.org](mailto:edipaolo@brickschools.org).